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# ANNUAL REPORT

OF THE

# FIRE DEPARTMENT

FOR THE PERIOD

JANUARY 1, 1991 TO DECEMBER 31, 1991

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HON. RAYMOND L. FLYNN,
*Mayor of Boston.*

DEAR MR. MAYOR:

I submit herewith the Annual Report of the Boston Fire Department for the period January 1, 1991 through December 31, 1991.

The department continued with the replacement plan for front-line apparatus with the arrival of a new 1250 G.P.M. pumper for Engine Company 29 in April, 1991. This replacement plan and the ongoing renovation of fire houses will continue in 1992 due to the cooperation and efforts of the Capital Planning Office.

During calendar year 1991 the lowest number of civilian fire deaths was recorded in the city for the past decade. This low statistic is attributed to a dedicated and well trained firefighting force, a quick response time by fire companies and the concerted effort by our Fire Prevention Division in enforcing the regulations and educating the public of the many dangers and the precautions to be taken in the prevention of fire.

The Flynn Administration has provided this department with the adequate staffing and state of the art equipment necessary to ensure the best protection for the citizens of Boston and safety of the firefighting force.

Your continued and active support is sincerely appreciated by all of us as we continue to be recognized as one of the most respected fire departments in the country.

Respectfully submitted,

MARTIN E. PIERCE, JR.,
*Fire Commissioner/Chief.*

## HEADQUARTERS STAFF

*Fire Commissioner*
MARTIN E. PIERCE, JR.

*Chief of Operations*
GERALD P. HART

*District Chief*
*Assistant to the Commissioner*
JEREMIAH J. DONOVAN

*Department Medical Examiner*
ALAN W. JENEST, M.D.

*Deputy Fire Chief in Charge*
*Personnel Division*
STEPHEN K. DUNBAR

*Deputy Fire Chief in Charge*
*Fire Prevention Division*
FIRE MARSHAL MARTIN FISHER

*Deputy Fire Chief in Charge Training,*
*Maintenance and Research Division*
JOHN F. HASSON

*Deputy Fire Chief in Charge*
*Special Services Division,*
*Director of Civil Defense*
NINO N. TRAMONTOZZI

*Superintendent of Fire Alarm Section*
ROBERT J. MCCARTHY

*Chaplains*
REV. DANIEL J. MAHONEY, Catholic, Chief Chaplain
REV. DANIEL J. HEGARTY, Catholic
RABBI IRA A. KORFF, Jewish
REV. EARL W. JACKSON, JR., Protestant
REV. MSGR. JAMES J. KEATING, Chaplain Emeritus

## HEADQUARTERS DIVISION

1. Executive Assistant's Office
2. Public Relations/Information
3. Accounting
4. Budget/Fiscal Office
5. Executive Secretary's Office
6. Management Information Systems
7. Payroll

## EXECUTIVE ASSISTANT'S OFFICE

The office of the Executive Assistant's first line of responsibility is to the Fire Commissioner/Chief of the Boston Fire Department. The office assists in the administration of the department and makes recommendations for plans and policies. The Executive Assistant acts as the Commissioner's liaison with various divisions of the Fire Department, City of Boston Departments, and state and federal agencies.

The office of the Executive Assistant is responsible for the department's operating budget and all capital bonding monies invested in the Department. The total operating budget for fiscal year 1991 was $85,065,833. Personal services encompassed the largest part of the budget, $79,815,474.

BOSTON FIRE DEPARTMENT
BUDGET EXPENDITURES

| | FY 1991 | FY 1992 |
|---|---|---|
| Total Personal Services | $79,815,474 | $79,016,000 |
| Total Contractual Services | 2,367,848 | 2,001,000 |
| Total Supplies and Materials | 1,721,121 | 1,624,000 |
| Total Current Charges & Oblig. | 989,832 | 801,000 |
| Total Equipment | 171,558 | 108,000 |
| Grand Total | $85,065,833 | $83,550,000 |

In addition, the Executive Assistant's office oversees the work of all civilian employees. These divisions include the Executive Secretary's office, Accounting, Management Information Systems, and Payroll. Civilian personnel primarily work at Headquarters and assist the Boston Fire Department's members and the general public.

Commissioner/Chief Martin E. Pierce, Jr. completed the first year of his appointment maintaining the goals that he selected upon taking the oath of office. He continues to provide the citizens of Boston with a first-class fire department.

## PUBLIC RELATIONS/INFORMATION

The Public Relations/Information Office serves as a connecting link between the Boston Fire Department and the people living and working in Boston.

Most surveys and requests for information are directed to this office. Research materials and information are gathered for documentaries, newspaper or magazine articles, and radio and television programs. The office acts as a liaison to the Greater Boston Fire Safety Council, a group of Greater Boston business people whose efforts assist the Boston Fire Department in fire safety education. Arrangements are made to provide fire prevention and fire safety materials to interested parties.

The office, in conjunction with fire education, invites all city school children to visit their local firehouse. Community public safety meetings are attended when necessary.

The department staff coordinates swearings-in, promotional ceremonies and award presentations. This office cooperates with the Department Chaplains, the Church Committee, and the Honor Guard in the preparation of dedications, memorials, funerals, and other spiritual functions.

## ACCOUNTING

The Accounting Office is responsible for all fiscal expenditure forms and requests forwarded from the Boston Fire Department Budget Office. These include service orders, non-orders, requisitions, purchase orders, change orders, contracts, and debit and credit transfers.

Records are kept of all transactions, expenditures and charges as they occur. Balances are posted daily. The section is in constant communication with City Hall departments, such as Auditing, Budget, Purchasing and Treasury and vendors to secure information concerning payments, purchases and deliveries, account coding, and other changes.

## BUDGET/FISCAL OFFICE

The Budget Office is responsible for overseeing fiscal reports generated by the department, including projections, monthly progress reports, spending plans, and changes as well as information on the Mayor's priority goals.

Requisitions, service orders, non-orders and contracts are reviewed and either approved or changes recommended. Quarterly meetings were held with program managers to review their expenditures and measurements.

Annual budget requests for the Boston Fire Department are sent to this office. The budget is then reviewed by the top level managers of the department. The Fire Commissioner, when satisfied with the fiscal year's budget, submits it to the Mayor for approval.

The budget contained fifty-six measurement criteria and goals. Items measured include tracking the number and types of inspections performed on a monthly basis by the Fire Prevention Division, reducing the number of incidents the Fire Department responds to, and reviewing the average response time to an incident.

## EXECUTIVE SECRETARY'S OFFICE

The Executive Secretary's office maintains all personnel records, accounts and reports pertaining to the Department. This section acts as the conduit for all matters relating to the personnel system, including salary adjustments, the hiring of new employees, all fire fighter indemnifications, civil service matters relative to appointments, and promotions; this requires that the Executive Secretary's office be responsible for coordination of all paperwork generated by the Selection Unit. This consists of notifying prospective candidates of appointments for medical examinations and interviews.

The staff interprets collective bargaining agreements that may result in step-rate increases, vacation allowances, posting of vacancies, workers' compensation, bonuses, leaves of absence, and retirements.

Motor vehicle accidents, damages to department property, third-party payments, and charges to the Massachusetts Turnpike Authority for departmental services are coordinated with the City of Boston Law Department.

The personnel budget for each division of the department is prepared yearly, projecting costs for step-rate increases, and hiring classes of new fire fighters.

## MANAGEMENT INFORMATION SYSTEMS UNIT

The Management Information Systems Unit (MISU) coordinates data processing and office automation within the Boston Fire Department. The MISU consists of five sections: Fire Alarm Dispatch Support, Data Processing, Microcomputer Applications, Office Automation, and Analysis.

The Fire Alarm Dispatch Support section maintains the Fire Alarm Dispatch System at the Fenway Alarm Center. The staff utilizes a Wang VS-65 to process alarm information to dispatch Fire Department units throughout the city. This section also provides office automation to the Fire Alarm Office personnel.

The Data Processing Section supports a wide variety of Fire Department applications that reside on the City of Boston IBM mainframe computer. This section maintains information systems in a number of divisions throughout the department. They include but are not limited to the following: Boston Fire Incident Reporting System, Hydrant Inspection Progam, Personnel Tracking System, Permit and License System. This section also provides access to a number of data processing systems in other city departments.

The Microcomputer Applications Section is responsible for application development, enhancement and maintenance of microcomputer systems. This section also maintains and operates the Banyan Local Area Network in the Fire Prevention Division. The major effort of this section has been the development of the Fire Prevention Inspection Program.

The Office Automation Section provides and maintains word processing and list management capabilities for the administrative staff of the department. It provides extensive support to the Personnel Division of the department as well as to the Fire Investigation Unit. The Office Automation System recently converted from the old Wang OIS-140 to a newer VS-65.

The Analysis Section of the MISU converts incident data from data processing into useful information. These analyses take many different forms from specific printouts to a number of publications, such as the Monthly Activity Report, the Annual Report and the Safety Bulletin.

## PAYROLL

The Payroll office's responsibility is to ensure that department personnel are paid accurately and on a timely basis.

Employees are assisted in making decisions on payroll deductions and medical and insurance options.

A separate holiday payroll was initiated which enabled the city to meet the thirty-day payment as required by the Local 718 contract. An acting out of grade and step-rate file for each employee was created and is maintained on the Wang Network at Headquarters.

On receipt of subpoenas and insurance claims, this office does the necessary research of employees' payroll records.

## TRAINING, MAINTENANCE & RESEARCH DIVISION

1. Department Training Program
2. Field Evaluation of Safety Equipment
3. New Equipment
4. Research and Evaluation
5. Servicing and Repair Programs
6. Hazardous Material Training Program
7. Driver Safety and Training Program
8. Underwater Recovery Team

The primary functions of the Training, Maintenance, and Research Division are:

1. To initiate and supervise the job development of the fire fighter, commencing with the probationary period and continuing throughout his/her career.
2. To become involved in research programs designed to improve firefighting techniques, firefighting apparatus and equipment, and protection of fire fighters; to prepare specifications for new fire apparatus; and to test and evaluate new tools and appliances before recommending their use in the department.

## DEPARTMENT TRAINING PROGRAM

The Recruit Training Program for 1991 was conducted for three drill classes. Two of the classes were for Boston Fire Fighters and the third class was to train Logan Airport Fire Fighters. The first Boston Drill Class dated January 15 to February 15, 1991 was held to train nine rehired fire fighters from other cities and towns that were appointed to the Boston Fire Department. The second recruit class commenced on February 20, 1991, with fifty-two members graduated on April 26, 1991. A total of nine weeks of intensive training was held at the Fire Academy to prepare these individuals for the fire service. In addition to the training of new recruits at the academy, a continual program of instruction and drills are held at both the fire company and the Training Academy.

Drills on the Scott 4.5 SCBA were held by the training officers with every company to ensure that all members fulfilled their drill requirements on the breathing apparatus. Drilling on the Scott 4.5 included completing the drill with the portable maze which was put into operation in 1988.

MBTA drills were held at Back Bay Station, Ashmont Station and at the Cabot MBTA Repair Facility.

Vehicle extrication drills were held at the Frontage Road Storage Yard with all ladder companies, both rescue companies and

the Tower Company participating. Both rescue companies also drilled on specialized extrication equipment and operations. These drills were held at the Fire Academy. Foam drills were held at the Fire Academy, keying on the "Around the Pump Proportioner".

All engine companies continued to drill on the hydrant assist valve, drafting operations, pre-connected and portable heavy stream appliances and basic engine company procedures.

The ladder companies, including the Tower Company, were drilled on ladder pipe operations and the raising and lowering of ground ladders at the Fire Academy.

Rescue survival suit drills were held from July through October. These drills were held at Jamaica Pond, in Charlestown off Pier 4, and in East Boston at Constitution Beach. An ice rescue class was held in January with class work in Memorial Hall and field work held at Jamaica Pond.

Drills are held on a seven day a week schedule at facilities such as the Tobin Bridge, the Callahan and Sumner Tunnels, the Victory Road LNG Facility, Boston Gas Compressed Gas Facility in West Roxbury, and at Logan Airport. Drills were also conducted at Commonwealth Pier each time a cruise ship docked at that location.

There is an ongoing program from April to November where apparatus is steam cleaned and all ladders are inspected to ensure they comply with all Safety Standards. This takes place at the Fire Academy under supervision of the Maintenance Division.

Fire college was held for all company officers and acting officers at Memorial Hall. Subjects covered asbestos hazards, fireground and driver safety, elevator emergencies, MBTA procedures, personnel division matters and a lecture on infectious diseases given by the department Medical Examiner.

The CPR First Responder Course was conducted for all members and an EMT Recertification class was given at the Fire Academy. Over 200 members were recertified.

The Training Division also posts on "Special Orders" monthly drills on standard operating procedures. This assures constant review of department operations.

## FIELD EVALUATION OF SAFETY EQUIPMENT

Safety equipment evaluation is being conducted on turnout gear, summer and winter shirts, gloves and boots.

## NEW EQUIPMENT

A new Emergency One pumper was placed in service at Engine Company 29 in District 11. All members were trained on driving and pump operations by the Training Division instructors at the Fire Academy.

Three new Rabbit tools were issued to Ladder Companies 9, 11, and 29. Members received instruction by the Training Division before these tools were assigned.

A new manifold valve was issued to each division. One to Engine Company 7 in Division 1, the other to Engine Company 37 in Division 2. The Marine Unit was also issued a manifold valve for waterfront and island operations. Training on use of the manifold was conducted at the Fire Academy.

All ladder companies were issued special knives for use on rubber roofs, which present unique problems for venting operations.

Two tripod lifts were issued to the rescue companies for use in removing victims from manholes.

A new video library was established for department members to improve access to the many available training videos.

A Thermo Spy heat detector was issued to District 3.

## RESEARCH AND EVALUATION

Evaluation of various firefighting equipment and clothing is ongoing. Testing included the use of 5 Hurst "Palladin" extrication and cutting tools. Ten MSA air packs are being field tested by Rescue One and Rescue Two and ten Scott Communicator face pieces are being tested by different companies. Eight Redco folding pocket spanner wrenches have been issued for field testing by engine company members and 3M reflective tape was tested by three engine and three ladder companies.

Both rescue companies tested personnel alert warning devices and the glass master cutting tool.

The Underwater Recovery Team tested five Kohler dive lights during their underwater training drills.

The Class A foam evaluation by Engine 5 and Engine 16 was completed in July.

There was also a test comparing straight nozzle tips with combination type tips for use in a high-rise building.

## SERVICING AND REPAIR PROGRAMS

A service and repair program is conducted by this division on all firefighting equipment, tools, and appliances at our repair facilities at Headquarters and the Fire Academy.

## HAZARDOUS MATERIAL TRAINING PROGRAM

Under Title III, there are mandatory training requirements for fire personnel which involve a minimum of twenty-four hours per year for all members of the firefighting divisions and forty hours per year for members of special response teams. Training guides have been issued to each company and video tapes to each district for distribution to companies on a monthly schedule to meet the required drill period. Two major hazardous materials drills were held this year; one was at a meat packing facility on Frontage Road for a simulated ammonia leak, the other was at the Brighton railyard involving a rail car accident. These drills were monitored by the Planning and Logistics Section.

## DRIVER SAFETY AND TRAINING PROGRAM

Driver training was scheduled by the District Fire Chiefs for companies in their districts during weekend day tours. Training is given to any fire company upon the recommendation of a Deputy Chief following an accident hearing. All new recruits received driver training at the Fire Academy.

## UNDERWATER RECOVERY TEAM

The Underwater Recovery Team (U.R.T.) has been in transition within the department wherein three members have attended a course to become instructors for Public Safety (S.C.U.B.A.) Divers. This unit will now be training members of our rescue companies in search and rescue dive techniques in order to give the department an added dimension in the possible rescue of persons trapped in a vehicle underwater or other type of drowning incident.

The Underwater Recovery Team continues to assist in the search and recovery of persons drowned and vehicles immersed in the harbor, ponds or rivers. They are involved in a program to survey the piers and wharves looking for submerged objects. This should allow the department's Marine Units and the Massport fire boat to operate safely in the harbor. A fifty-hour drill was conducted in November which fulfilled recertification requirements for our underwater team.

## FIRE FIGHTER PROTECTIVE CLOTHING ISSUED

| | | |
|---|---|---|
| Fire Boots | 152 | pair |
| Fire Coats | 134 | |
| Work Gloves | 1,735 | pair |
| Leather Helmets with Eye Shields | 59 | |
| Fire Rated Trousers | 1,667 | |
| Fire Rated Summer Work Shirts | 1,704 | |
| Winter Sweat Shirts | 1,728 | |
| Tyveck Suits | 60 | |
| Haz-Mat Protectable Rubber Gloves | 96 | |

## FIRE PREVENTION DIVISION

1. General Inspections
2. Special Hazards/Licensing
3. Fire Investigation Unit
4. Night Inspection Division
5. Plans Examiner
6. Fire Education
7. Fire Prevention Records
8. High-Rise Sprinkler Retro Fit
9. Needless Alarm Reduction Program
10. Chemist
11. Fire Prevention Laboratory
12. Special Occupancies

The Fire prevention Division consists of many sections. The following contains a brief overview of each area.

## GENERAL INSPECTIONS

The district inspectors follow up on abatement orders of unsafe and hazardous conditions that are issued from fire suppression companies. Non-compliance cases and code violations are resolved through court action if necessary. Other city departments are notified when a situation is observed that should be brought to their attention through interdepartmental Form 65's. Inspectional Services is the department the Fire Prevention Division deals with most often. Inspectional Services enforces the Building Code and since several sections refer to exits and fire protection systems, the Fire Department has an involvement in many building code issues. The Fire Marshal meets with the Inspectional Services Department Commissioner regularly to resolve conflicts.

The district inspectors also inspect smoke detectors in residential occupancies for sale if they contain one to five families, under Chapter 148, Section 26F. These locations, which are required to have battery powered detectors in the units and common areas, must be inspected for working smoke detectors when houses are sold. The inspectors also perform annual inspections in state licensed facilities, when required by state law.

## SPECIAL HAZARDS/LICENSING

This office is involved in the ongoing restructuring and expansion of the licensing system to ensure that all properties within the city are properly licensed for the storage and use of hazardous, flammable or toxic materials specific to the operations or processes related to various businesses, i.e., auto related services, industrial, processing, and storage facilities. A restructuring of the permit process for annual renewal and temporary permits has reduced the complexity of the procedures involved, which has resulted in a voluntary increase of the public's participation in the process.

As a direct result of aggressive permitting by this section, especially where construction and demolition take place, the fire incidents at construction sites has gone from common every day practice to nil. A construction site has not required more than one alarm since Rowe's Wharf in 1986.

A major part of making and keeping construction sites safe has been solving the winter heating problem of these sites. This solution has involved substitution of steam and/or diesel in place of both random and universal use of propane to heat buildings open to the weather. This has been accomplished through the permitting process, and again, active and aggressive enforcement.

The Department of Environmental Protection's mandated program for upgrading underground storage tanks continues to be a large part of the workload. Plans examinations and inspections for removal of outdated tanks and the installation of new tanks provided with secondary containment and vapor 2 recovery systems is increasing as the deadlines for installation approach.

Separate joint ventures between this division and the John Hancock Insurance and Gillette Manufacturing Companies have established design parameters and managed the installation of the most technologically advanced indoor and outdoor hazardous materials storage areas available. These storage facilities provide innovative and progressive insights into the future of hazardous materials storage and handling practices. This technology is currently being reviewed in other cities and states for implementation into their communities.

527 CMR 9.00 mandated changes for underground storage facilities including requiring double walled tanks and piping, and the retrofitting of old tanks with containment manholes, overfill and cathodic protection. Quick lube centers fall under the same regulations. Underground storage tanks continue to be a large part of the work schedule. Effective in February of 1991 all installers of underground tanks must have a G-12 license issued by the Board of Examiners. This requirement is only for the City of Boston.

A joint venture with Boston Gas saw the first Compressed Natural Gas (CNG) facility opened in the spring of 1991. Sixty Boston Gas vehicles operate using this fuel. Plans are also in the works to operate some refuse vehicles with natural gas.

Self-service gas stations are now the responsibility of local fire departments. This involves the approval of plans through the final inspection before they are allowed to operate. A yearly inspection then follows.

New permits have been developed which will provide more information on hazardous materials. These hazardous materials range from flammable liquids, solids and gases to chemicals such as oxidizers, corrosives, poisons, anhydrous ammonia and chlorinated solvents. Plans are being made to address the issue of hazardous materials in a laboratory setting.

An aggressive education/inspection program has been implemented in the area of laboratory safety. After intensive education concerning the requirements on storage and warning signage, all laboratory facilities in the city are being inspected to ensure that the proper NFPA diamond warning system is in place and maximum storage guidelines are being followed. A Laboratory-Site Permit is being developed to help control the unique hazards involved with these occupancies.

The special hazards section continues to work aggressively towards the completion of this state's first all inclusive fire prevention code. Based on the consolidation, review and update of the materials contained in the Boston Fire Prevention Code, BOCA, NFPA standards and M.G.L. Chap. 148, this section is looking forward to the final adoption by the Board of Fire Prevention Regulations of the remaining chapters of this fifty chapter text. This code, with the adoption of section one (1) "administration and enforcement" on January 1, 1991, was renamed the Massachusetts Comprehensive Fire Safety Code.

This section inspects licensed properties and serves as the Fire Commissioner's designee for the city as an appointed member of the Committee on Licenses.

## FIRE INVESTIGATION UNIT

The Fire Investigation Unit (F.I.U.) responds to all multiple alarm fires, structure fires of an incendiary or suspicious cause and when summoned by the District Fire Chief in charge of an incident to assist in the determination of the cause and origin of the fire.

The total number of incidents responded to by the Fire Investigation Unit was 987, or an increase of 218 responses.

The breakdown of incidents being as follows:

| | |
|---|---|
| Incendiary | 382 |
| Suspicious | 142 |
| Cause Given | 171 |
| Undetermined | 37 |
| False Alarms | 40 |
| Threats/Attempts to Burn | 12 |
| Public Service | 10 |
| No Ignition Factor | 2 |

The above resulted in the following:

| | |
|---|---|
| Arrests | 57 |
| Court Cases | 221 |
| Convictions | 140 |

Assistance is also given to Fire Prevention Inspectors when so requested. A great deal of time is also spent on delivering subpoenaed material to various courts.

In the case of any particularly devastating fire, such as large life loss or a series of fires in a particular neighborhood, the unit receives requests for representation at neighborhood meetings. Members attend when request/inquiries are received by this office. Members attend when working, or on many occasions they have responded on their own time. Two Spanish-speaking members and several minorities answer the requests from schools to speak with the children.

The Major Case Unit (M.C.U.) continues to be a very effective tool in investigating major/suspicious fires. Their flexible hours and dedication to the job at hand has "paid off" many times. The overtime, which is paid to these members, is well earned each week, as they do put in many hours over and above the eight hours. Their staying with a case is what brings a successful conclusion to many of our unsolved cases. This unit works very closely with the Bureau of Alcohol, Tobacco and Firearms (ATF) on many of these cases.

The F.I.U. now has the ability to do searches of paper trails on different properties. This has allowed them a better understanding on arson-for-profit, which may have a tendency to increase as the economy and real estate values are depressed. Presently the F.I.U. is tracking certain high risk properties in the hope of preventing arson from occurring.

Individual members of the unit are active in the Massachusetts Chapter of Arson Investigators (IAAI) and the Massachusetts Association of Auto Theft and Arson Investigators (MAATAI). Both organizations consist of members from law enforcement agencies (state and local), fire services, insurance companies, private investigators, and the State Fire Marshal's Office. The goal of these groups is to reduce arson fires through in-depth investigations and the prosecution of guilty parties.

We have fifteen of our twenty-six members who qualify as Certified Fire Investigators (C.F.I.'s) under the very stringent requirements, which were set set up by the IAAI. This certification is nationally recognized and gives this unit a great deal of creditability. The BFD/FIU has approximately 20% of all such C.F.I.'s in the state. Members do a great deal of studying and pay for the cost of taking the exam themselves with no monetary gain. Interest in their work is the prime mover for certifying.

Community involvement is part of the unit's activities. Members attend community meetings coordinated by the Fire Prevention's Fire Education Office.

Vehicle fires continue to decline due in part to the work of the Boston Fire Department Auto Arson Investigation Unit (AAIU). They have decreased thirty-one percent from 1988 and fifty-five percent from 1986. This is a tremendous savings to the city in that wear and tear on fire fighters and apparatus has been significantly reduced. The foundation of this program is the legislation that went into effect in August, 1987, requiring vehicle owners to report to their local fire department and complete a required amount of paperwork before they could collect on their insurance. This legislation was conceived and written by the Boston Fire Department. The aggressive enforcement of this law by the AAIU has led directly to the marked reduction in auto fires in the City of Boston.

The Fire Investigation Unit works very closely with the two Boston Police Detectives, a State Police Trooper from the State Fire Marshal's Office, and the Bureau of Alcohol, Tobacco and Firearms.

The photographers of the Fire Investigation Unit respond to fires, accidents, and other emergency calls, taking color and black and white photos and video when necessary. The majority of the developing and printing was handled by the Photo Unit. Videotape copying is processed for the Training Division.

With a great deal of effort, many telephone calls and meetings, the unit has received assurances from the Children's Hospital that they would handle referrals for juvenile fire setters.

Working closely with the department's Public Education office, a Juvenile Firesetter's Program has been established at no cost to the city.

At the present, there is a trend toward more fires in small businesses — Mom & Pop's stores, cleaners, restaurants, etc. These occupancies are being tracked on computer to determine possible trends and patterns. Other cities are starting to see the same trend. We also try to monitor foreclosure notices as listed in various publications.

The same economic conditions that were present in the late 1970s and early 1980s are becoming more of a reality each week. Will we see an increase in arson due to economic conditions? Perhaps. The department continues to monitor weekly and monthly arson trends and will develop programs and strategies to combat arson when detected. We should maintain our manpower level and continually train people, especially new members. We must remain vigilant and not allow funding to be reduced so that we may be prepared to address this problem.

## NIGHT INSPECTION DIVISION

The Night Inspection Division inspects approximately 1,600 facilities with a capacity of fifty or more people. All places of assembly are inspected monthly or quarterly. Places of assembly in hotels and theatres are inspected on a monthly basis. The busier are inspected on nights for overcrowding and other violations. These events include concerts, live theatre, the Boston Garden, Fenway Park, the Hynes Auditorium, and college arenas.

## PLANS EXAMINER

The Boston Fire Department Plans Examiner provides a comprehensive review of building plans to ensure compliance with state and city codes. These codes include the Massachusetts State Building Code, the Massachusetts Fire Prevention Regulations, Chapter 148 of the Massachusetts General Laws — better known as the Fire Prevention Laws, Fire Prevention Order 87-2 (Boston Fire Alarm Regulations) and the Boston Fire Department's Fire Prevention Code.

Items reviewed include locations and requirements for fire hydrants, fire department vehicular access, automatic sprinkler systems, fire alarm systems, and hazardous material storage. Proper installation of these items provides safer buildings for occupants and fire fighters.

Meetings are held with building owners to discuss fire prevention strategies. Technical assistance is given to city and state agencies. Involvement prior to building construction insures building designs are consistent with the Boston Fire Department's goals of protecting life and property.

In 1991, the Boston Fire Department Plans Examiner reviewed approximately 1,000 building permit applications, 350 sprinkler permits, and attended over 400 job meetings relating to construction operations, and building and Fire Code appeal hearings. The main duty of the Plans Examiner is to ensure that construction operations and fire protection installations comply with all applicable state and city codes. Presently the Boston Fire Department is involved in a ten-year program that requires all buildings seventy feet or over in height to be fully sprinklered. The Plans Examiner will play a vital role in this program to ensure that building and sprinkler designs are consistent with the department's goal of protecting the lives and property of Boston's citizens.

Another section of plans review is the review of fire alarm systems that are connected to Fire Alarm or to a Central Station. Fire alarm personnel assigned to the Fire Prevention Division review plans and perform inspections. In 1991, 309 plans were examined, 466 on-site inspections were performed and seventy-nine boxes were tied into Central Stations or Fire Alarm through master boxes.

In July of 1990 the Boston Fire Department was responsible for enforcing M.G.L. Chap. 148, Sec. 26 (I), which requires new or substantially rehabilitated construction containing four or more dwelling units to be fully sprinklered. This law has required approximately 400 units to be sprinklered of which the majority were sprinklered in 1991.

## FIRE EDUCATION

The Office of Fire Education is responsible for promoting public awareness of fire safety and prevention.

Fairs, community meetings, senior groups, health care facilities, schools, group centers, summer camps, tours, organizations, businesses, and day care centers are used to promote fire education. Fire Department personnel share an understanding of the principles involved with fire safety.

Fire education covers topics such as smoke detectors, fire extinguishers, escape planning, smoking, and cooking safety. Individuals are encouraged to pass this information onto their family, friends, and neighbors.

In 1991, the Office of Fire Education continued its efforts in fire safety and has taken further steps by promoting fire safety through new modes of communication:

1. Public service announcements to radio stations and newspapers.
2. Development of a "Firesafety Awareness Program" with the Boston Commission on Elderly Affairs in training staff,

members from the B.H.A., and residents of each complex on firesafety and prevention.

3. Monthly articles in Boston Seniority newspaper on "Firesafety Tips".
4. Development of a "Firesafety for Older Americans" Program in cooperation with the American Red Cross.
5. Development of a Juvenile Firesetter Program between the Boston Fire Department and the Children's Hospital.
6. Production of a film of false alarms, "Use It! Don't Abuse It!" with the Boston University School of Communication.
7. Two PSA's with Boston Celtics' Robert Parrish and Fire Commissioner Martin E. Pierce, Jr., on the importance of smoke detectors and the penalties for pulling a false alarm, produced by Boston University School of Communication.
8. PSA on Drivetime Radio (tunnel radio) on the importance of escape plans in conjunction with this year's theme "Fire Won't Wait . . . Plan Your Escape".
9. Formation of the Boston Fire Prevention Coalition with members from leading businesses to promote fire safety and prevention through educational programs.
10. Introduction of a lending library on fire safety films for public use.

## FIRE PREVENTION RECORDS

This section interacts with the public during business hours, assisting fire victims, citizens applying for permits and licenses, and providing research on inquiries.

Company commanders are notified when inspections for certain occupancies are required by this section, who tracks basic data on each occupancy and their inspection dates.

The records section is responsible for the collection or disbursement of Fire Prevention Division fees. Fees for permits, licenses, smoke detector inspections, fire reports, and other miscellaneous items are collected daily. In 1991, $1,221,768 was collected.

Fire Department records are stored on microfiche for future needs. Fire reports, fire alarm dispatch slips, arson reports, chiefs' reports, emergency medical reports, morning reports, abatements, permits, licenses, underground storage tanks, complaints, and interagency forms are among the documents that have been transferred to microfiche.

The use of microfiche has made it easier to access old records. This system provides a legally acceptable document for court cases and the public. After discussions with the city archivist, it

was decided that microfiche records would be stored more efficiently and safely with two sets of all records; one set at Headquarters for easy access and one set in storage at the city archives for safe keeping.

## HIGH-RISE SPRINKLER RETROFIT LAW

A serious fire at the Prudential in January, 1986, led to a High-Rise Sprinkler Law which was passed and signed into law in the fall of 1987. It is officially known as Massachusetts General Law — Chapter 148 — Section 26A 1/2.

The wording of the law was questioned and a legal opinion was sought on the condominium issue. Attorney General James Shannon ruled favorable on this issue in the spring of 1988.

The owners of high-rise buildings received literature about the law and were required to make decisions regarding the sprinklering of their buildings. The compliance enforcement has met with great success. All "classic" high-rise buildings (fifteen or more stories) are either fully sprinklered and alarmed or actively engaged in the process. The few buildings that will be behind schedule, as of the first deadline, will be receiving correspondence that will be the start of possible court action if they do not comply with the law.

When all work is completed in 1998, the threat of a "towering inferno" will be effectively eliminated in the City of Boston. It is not known at this time how the economy will affect the ability of these buildings to pay for the retrofit. In the absence of any changes to the law, the Boston Fire Department will continue to enforce all of the current requirements.

## NEEDLESS ALARM REDUCTION PROGRAM

The Needless Alarm Reduction Program (NARP) started on September 1, 1987 with the institution of Fire Prevention Order 87-2. Its intent was to reduce the number of responses of Boston Fire Department personnel and apparatus to needless alarms. Alarm system malfunctions caused by sprinklers, smoke detectors, and heat detectors at properties with central stations and master boxes are addressed by this program.

An ordinance requiring mandatory fines for needless fire alarm responses was passed unanimously by the Boston City Council in 1988. This legislation became an integral part of the Needless Alarm Reduction Program and became effective January 1, 1989.

Numerous locations have made significant improvements to their safety systems, relocated smoke detectors, and decreased their sensitivity. Engineers, facility managers, and fire safety officials have all helped make an impact on needless alarm reductions.

In 1988 responses by Boston Fire Department to alarm malfunctions were at 8,545 per year and rapidly increasing. In January of 1989 the spiraling needless alarm incident went into full reverse. Needless incidents were reduced by:

1,627 to a total of 6,918 in 1989
1,596 to a total of 5,322 in 1990
1,073 to a total of 4,249 in 1991

Prior to 1989 occupants of protected buildings, fire fighters and the public in general were not confident in the integrity of fire alarm systems because of the incidence of fire alarm system malfunctions. Since the NARP went into effect, Boston Fire Department responses to incidents identified as needless are down fifty percent and locations where severe problems existed have started to address those problems. Fire alarm systems are being replaced or updated and more stringent test and maintenance programs are being initiated. In addition to the financial savings to the City of Boston of an actual 4,296 responses along with a projected upward curve to 10,000 or more (similar to what is being experienced by the City of Toronto, Ontario), Fire Department personnel are more readily available to respond to actual fires.

The NARP has deposited $197,650 into the general fund, a fact that stresses the effectiveness of the program. The current billout of $35,825.00 for the second six months of 1991 brings the total dollar amount billed to $350,450, not all of which is collectible. The fine process has made it financially prudent for many property owners to address their problem rather than continue to pay fees to the city.

In 1992, it is expected that NARP will continue to create an awareness and needless responses will continue to decrease. It is also expected that NARP will be involved with the courts as building representatives argue non-compliance and informal determination as they apply to the propriety of assessed charges.

The Boston Fire Department has led the nation in addressing the needless alarm problem at central station locations. However, Fire Prevention Order 87-2 and City of Boston Ordinance Title II, Chapter 4, addressed only alarm systems that sent a signal to a non-local site (mandatory for residential over twenty-five units). Local alarms (under twenty-five units) had not been addressed. In 1990, the department started to review the industry literature and use the department's own engineering expertise to begin to address the needless alarm problem at local alarm sites.

As a first step to gather the information needed for this study, the Boston Fire Department became the first department in the nation to distinguish in its reporting mechanism separate coding for local alarms. Information was gathered in 1991 on local alarm problems, and based on these results new solutions have been inserted into our Public Education Program. Some of the recom-

mendations to reduce needless alarms at "local" occupancies are: 1) using photoelectric rather than ionization detectors, 2) using detectors with a "reset button to allow occupants to temporarily reduce the sensitivity of the detector, and 3) emphasizing the proper locating and cleaning of detectors. The Boston Fire Department will continue to seek enforceable solutions to this problem while working toward continued reductions in overall needless alarms.

## CHEMIST

The duties and responsibilities of the chemist include the development and implementation of regulations based on the Fire Prevention Code, Article IX, Decorations, Furnishing and Interior Finish, and Article XX, Hazardous Materials and the establishment of an analytical laboratory to support fire investigation. The chemist participates in ongoing programs in the Fire Prevention Division, the Training, Maintenance and Research Division and the Special Services Division.

The department chemist has continued the development of implementation of controls on combustible building contents under the authority of Article IX of the Fire Prevention Code.

The regulations for upholstered furniture have received national recognition and have played a major role in the development of standardized full scale test procedures. These new tests are the focus of a national effort to control furniture in hotels, hospitals, entertainment facilities and other regulated occupancies.

A potential fire hazard in hospital bedding was uncovered and investigated in 1989. Hospitals were contemplating the use of foam pads of substantial size on top of mattresses to reduce the incidence of bed sores. Tests were performed with pads and hospital mattresses and the potential fire hazard of the pads was confirmed. It was further determined that some of the mattresses routinely used by hospitals constituted a fire hazard. The existing regulation for mattresses for hotels and dormitories was extended to hospitals. The foam pads used in hospitals are regulated and the use is substantially reduced.

In addition to classification of materials by performance of fire tests, considerable effort was expended to inform and communicate with architects, designers, purchasing agents and sales organizations the importance of the Fire Department regulations and procedures for compliance.

Fire prevention concerns include the Laboratory Safety Program, the regulations controlling the transportation of hazardous materials, and the permit/license controls for the storage and use of hazardous materials.

Training research, and maintenance activities include the responsibility for the specifications used to procure protective clothing and equipment and field evaluations of newly developed protective clothing. The chemist takes part in the special training exercises conducted for fire companies and chief officers who respond to major hazardous material incidents. He serves on committees designated to prepare Standard Operating Procedures for hazardous incidents.

Participation in the Special Services Division involves the Title III Superfund Amendments and Reauthorization Act and serving as the Right-To-Know person on the Local Emergency Planning Committee. The chemist is currently designated as the Acting Municipal Coordinator for the Massachusetts Right-To-Know Law.

The department has a technical specialist on call for response to hazardous material incidents. Five members of the firefighting force have the technical expertise and training to handle these emergencies.

## FIRE PREVENTION LABORATORY

The establishment of the Fire Prevention Laboratory was accomplished in accordance with the order of the Fire Commissioner following the mandate of the Mayor in February, 1984. The laboratory is operated under the direction of a full-time professional forensic chemist. Laboratory reports and the testimony of the Senior Analytical Chemist are accepted in criminal cases prosecuted in Suffolk County. The Senior Analytical Chemist has responded to major fires to assist the Fire Investigation Unit in its selection of material for analysis. This laboratory has enhanced the capability of the Fire Department to successfully investigate and prosecute arson cases.

## SPECIAL OCCUPANCIES

There are a number of different occupancies that, due to their size and potential life safety hazard, require special knowledge and are assigned full-time inspectors by the Boston Fire Department. These include hospitals, hotels, schools, nursing homes, day care centers, and laboratories. Legally mandated routine inspections are made to ensure code compliance, as well as responses to fire incidents in support of the field forces on an as called basis.

Fire companies perform quarterly inspections at schools and day care centers. Violations of the Fire Prevention Code are referred to the fire prevention specialist for follow-up inspections

and referrals with the state departments that license the facilities. Hospitals, hotels, nursing homes, and laboratories are inspected quarterly by members of the Fire Prevention Division. The complexity of the inspections requires a level of expertise that can only come with performing the job on a full-time basis.

Abatements issued as a result of inspections are continuously reviewed to ensure that a location has complied with the department's findings. Consultation and suggestions are made concerning new construction or modifications to existing structures. Fire education for a specific occupancy is provided to assist the management in preventing fires.

## SPECIAL SERVICES DIVISION

The Special Services Division, under the direction of a Deputy Fire Chief, is comprised of the following sections:

1. Fire Alarm Section
2. Planning and Logistics
3. Emergency Medical Services
4. Liaison
5. The Office of Executive Management
6. Local Emergency Planning Committee
7. Safety Operational Unit

### FIRE ALARM SECTION

The Fire Alarm section is responsible for the installation, maintenance and operation of the vast emergency communications network incorporated by the department. This is accomplished by the activities of four sub-sections: Operations, Radio Shop, Inside Wiremen and Construction.

### FIRE ALARM OPERATIONS

The personnel of the Fire Alarm Operations Center located at 59 The Fenway are responsible for the receipt of all emergency calls/alarms and the proper response of Fire Department units. Their duties also include incident management support, tracking unit status, monitoring fire alarm box service, trouble-shooting municipal fire alarm circuits and keeping proper records of all activities.

The Operating Force dispatched units to 44,586 incidents during 1991 which included forty-one working fires and sixty-eight multiple alarms.

A new Wang VS-80 was procured to replace the Wang VS-XP currently in use at Fire Alarm Headquarters. It is being installed in a joint effort by City Hall and Fire Department M.I.S. personnel with completion expected in early 1992.

The VS-80 will allow access to the VS-80 at Fire Headquarters via a telecommunications link, achieving a highly efficient means of transferring support data between the two locations.

An additional I.B.M. terminal was installed in the administration office providing access to required files in the City Hall mainframe. Additional Wang terminals were installed in the offices of the Construction Force Foreman, Internal Systems Inspectors, the Head Clerk, and the Apparatus Control Center in the Operations area, providing a highly efficient flow of information relative to their functions within the division.

Data processing and administrative personnel conducted a study as to the feasibility of utilizing the personal computer acquired for the CAMEO (HAZ-MAT) operation to also run an inventory control system. The results were favorable and plans were made to initiate the process in 1992.

## INSIDE WIREMEN

The Inside Wiremen are responsible for the installation and maintenance of all electrical wiring and appliances involving the lighting, heating, power, and telephone system within the department; the cabling requirements for the computer systems; the internal municipal alarm circuits in fire stations and Fire Alarm Headquarters and all associated circuit protection apparatus.

During the year, 752 service calls were addressed. The new offices of the Employees Assistance Program were rewired with additional lighting and receptacles being installed along with a Merlin automated telephone system. The new Marine Unit quarter's ship to shore power and communication cable systems were overhauled and refitted to meet the needs of the new facility.

## FIRE ALARM CONSTRUCTION

The Construction Force consists of linemen, cablesplicers and inside wiremen involved in the installation, maintenance and testing of the municipal fire alarm system. During 1991 the system was upgraded by the replacement of overhead and underground multi-conductor cable in the following sections of the City:

| | |
|---|---|
| Hyde Park/Roslindale/West Roxbury | 11,000 feet |
| Charlestown/East Boston | 1,800 feet |
| Brighton/Allston | 24,800 feet |
| South Boston/Dorchester | 30,100 feet |
| North End, Downtown/South End, Back Bay | 20,900 feet |
| Roxbury | 18,000 feet |

These installations resulted in an accumulated total of over 1.8 million feet of new conductor.

Major projects involving the relocation of fire alarm boxes, test posts and associated cable were accomplished in the City Square area of Charlestown, Andrew Square, and North Station area.

The Fire Alarm Machine Shop recorded, 3,243 services to fire alarm street boxes, such as repairs and replacement of locks, bolts, box sections, middle sections and light extensions. Many of these functions were included in a scheduled maintenance program which include the periodic painting of all boxes.

Two additional Emergency Voice Communication System (E.V.C.S.) boxes were installed and fifty-eight master auxiliarized boxes were connnected to the municipal system resulting in a total of 1,209 master and 1,356 street boxes in the system. The minimum requirements of the NFPA standard was achieved with over 11,200 tests of these boxes being recorded.

Fire Alarm personnel attended numerous meetings for the Central Artery/Third Harbor Tunnel project which involved reviewing map layouts and recommending procedures for various federal, state, city and other agencies for new and reconstruction projects in reference to the relocation of fire alarm equipment.

The Internal Systems Inspectors reviewed and approved plans for 309 fire alarm systems to be installed, and conducted on-site and acceptance inspections for 466 installations.

## RADIO SHOP

The Radio Shop is responsible for the installation, maintenance and testing of all wireless communication equipment and associated hardware utilized by the Fire Department.

In February of 1991, a personal computer was installed in the radio shop and the necessary software acquired to enable in-house frequency programming and diagnostic maintenance checks of new portable and mobile radios.

Antenna installations at twelve fire houses were revamped to improve reception on Channels 1 and 5. The new antennas were fabricated by radio shop personnel.

Other activities:

| | |
|---|---|
| Service calls for firehouse radio systems | 199 |
| Repairs to portable radios | 218 |
| Repairs to mobile radio | 205 |
| Repairs to electronic sirens | 9 |
| Repairs to base station units | 8 |
| Service to department paging units | 77 |
| New mobile radio and siren installations | 2 |

Personnel of the Fire Alarm Section were actively involved with nationally recognized associations concerned with the many facets of public safety communications by serving on various committees, attending seminars and participating in sponsored work-

shops. These activities afforded the members an opportunity to keep abreast of the many advancements in emergency communications technology such as COMPUTER-AIDED-DISPATCH systems, enhanced 9-1-1, and improved cable applications and installation methods.

## PLANNING & LOGISTICS SECTION

During calendar year 1991, the Planning and Logistics Section monitored and coordinated the inspections and reported complaints regarding the 12,224 hydrants in the City of Boston. This program identified 2,300 defective or malfunctioning hydrants which were then reported to the Boston Water and Sewer Commission for mitigation.

The Planning and Logistics Section has been involved with a program of observing pump tests for sprinkler and standpipe systems. Another area of concern is the compliance with the safety regulations governing elevators in all buildings, especially those buildings with multi-banks of elevators.

A program has been initiated within the Planning and Logistics Section to examine the installation and testing of pressure reducing valves and pressure restricting valves on standpipes used for firefighting in buildings. This program will be ongoing until a satisfactory solution for testing of these devices has been found.

## EMERGENCY MEDICAL SERVICES

The Emergency Medical Services (EMS) Section of the department has implemented a coordinated program to provide first responder care to victims within the city while awaiting ambulances for upgraded care and transportation to medical facilities. The EMS Section also recovers the bio-hazardous materials accumulated by Fire Department first responders and Emergency Medical Technicians (EMT's).

During 1991, a total of sixty-one new members were trained in first responder care; 900 members received annual retraining and updated information requiring first responder care (required by law). There were also eighteen members trained and certified as EMT's within the Fire Department which enhances the care that victims within the city receive in their time of need.

The department responded to 6,479 EMS calls, providing various degrees of medical care to the sick or injured.

There were eighteen unprotected exposure forms filed by department members. All necessary medical care and follow-up were provided at Boston City Hospital Occupational Health Unit.

## LIAISON

The liaison between the Massachusetts Water and Resource Authority (MWRA) and the Fire Department has initiated measures to identify the equipment and resources needed and the specialized training to operate said equipment to mitigate incidents which might occur at this complex development at the Deer Island site.

The Planning and Logistics Section has continued to meet with the Central Artery/Third Harbor Tunnel (CA/T) planners throughout 1991. The construction phase of the project will begin in early 1992 at which time Boston Fire Department personnel will become involved with the safety provisions that have been incorporated into the project through a Memorandum of Agreement between the Commonwealth of Massachusetts Department of Public Works (M.D.P.W.) and the City of Boston.

## THE OFFICE OF EMERGENCY MANAGEMENT

Boston's Office of Emergency Management (BEMA) continued its programs in close cooperation with the State and Federal Offices of Emergency Management. The director was named to the Executive Committee of the State Emergency Response Committee.

During the year, two table top exercises were held at the Emergency Operations Center in City Hall. All the major departments have representatives to coordinate their department's responses to the various communities throughout the city.

The office held their annual exercise for multi-agencies in December at the Beacon Yards in Allston. The scenario was a sulfuric acid leak which encompassed Charles River, Massachusetts Turnpike, Boston University high-rise student housing and some sections of the Town of Brookline. The exercise received full credit from the Federal Emergency Management Agency.

## LOCAL EMERGENCY PLANNING COMMITTEE

The Local Emergency Planning Committee (L.E.P.C.) has continued to upgrade the Local Emergency Plan for the City of Boston.

The annual meeting of the Boston Local Emergency Planning Committee was held on December 13, 1991, at 1000 hours, in Memorial Hall, Boston Fire Headquarters. This meeting involved a combined discussion of issues and critique of the annual exercise

held on Sunday, December 8, 1991, at the Conrail facility in Brighton. There was good attendance at the pre-exercise meeting, the exercise itself, and at the critique. All meetings were coordinated by the Title III Special Hazard Inspector. He explained new and modified procedures, currently employed by the L.E.P.C. and the Boston Fire Department, which enables the L.E.P.C. to comply with provisions of S.A.R.A. Title III.

The pre-incident plans discussed at the 1990 meeting were reviewed. The current number of available plans is seventy-nine. The number of potential facilities is now 245. Upgrades to the Computer-Aided Management of Emergency Operations (C.A.M.E.O.) system currently used by the L.E.P.C. were discussed. Four units have been acquired for use on scene at incidents by the incident commander and specialized haz-mat teams. A number of drills at facilities have been conducted through the Title III office to familiarize response teams with various pro cedures regarding mitigation and safety to the public.

The Boston Fire Department responded to 950 incidents that involved hazardous materials during 1991.

## SAFETY OPERATIONAL UNIT

The Safety Unit under the direction of a Deputy Fire Chief has four District Fire Chiefs assigned, one to each working group whose responsibility is to respond to all working fires and above, monitor the water supply and firefighting evolutions at all incidents and the proper use of protective equipment and tools and appliances in an effort to reduce personal injuries and loss of time.

This section field tests safety equipment and investigates all accidents, both personal and vehicle, to determined if they were caused by defective equipment or procedures.

After any major incident they review the procedure and recommend any changes that would make a safer environment for fire fighters to work in.

## PERSONNEL DIVISION

The Personnel Division is divided into the following sections: Administration, Medical Examiner's Office, Selection Unit, Personnel Assignment and the Employees Assistance Program (EAP).

## ADMINISTRATION

The Administration Section is responsible for liaison with various departments including: the Department of Personnel Administration, Local 718, the Law Department, and other departments and local unions throughout the country. This division investigates charges and grievances and follows them through at Labor Rela-

tions and Arbitration. A member of this office attends all Civil Service disciplinary hearings, Selection Unit appeals, M.C.A.D. cases and court cases concerning the Boston Fire Department.

## MEDICAL EXAMINER'S OFFICE

The Medical Examiner's Office handled 4,627 personnel contacts which included office visits, physicals, Hepatitis B and flu shots. The total number of medical indemnification forms processed was 1,196 and the total immunizations was 144. This section is responsible for the security and maintenance of medical files for the department. The hospital representative made numerous visits to hospitals to see members who have been admitted.

## SELECTION UNIT

The Selection Unit is responsible for coordinating all phases of the hiring of fire fighter candidates, including medical testing, physicals, drug abuse screenings, strength and agility tests, candidate screening interviews and investigation of fire fighter candidates.

A public lottery is set up by this office to separate candidates that have achieved "tie marks".

Applications/questionnaires are reviewed by this unit and an in-depth background investigation is conducted on prospective uniform employees. The Selection Unit officer acts as a liaison between the Department of Personnel Administration and the Civil Service Commission.

Presently, the Selection Unit is working with the Department of Personnel Administration in formulating a new entrance exam and selecting material for all promotional exams.

## PERSONNEL ASSIGNMENT

This office is responsible for the assignment of all pool and acting officers. These vacancies occur due to vacations, injured leave, sick leave, department business, and other circumstances. All promotions within the department are coordinated with the Commissioner's Office, Executive Secretary's Office, and the Department of Personnel Administration. The assignment of all vacations within the department, including balancing vacation strength, researching prior time eligibility for additional vacation time, tracking vacation swaps, deferrals, reassignments, and special vacations is coordinated with the Deputy Chiefs in Divisions 1 and 2. This office orders, assigns, and distributes all badges, hat devices, and lapel devices. Sixty-three fire fighters were appointed to the Boston Fire Department in 1991.

## B.F.D./LOCAL 718 EMPLOYEES ASSISTANCE PROGRAM

The primary purpose of the Employees Assistance Program is to assist the membership in addressing problems in areas of substance abuse, marital, legal, stress and financial. These services are also offered to the member's family and also retirees.

*DUTIES*

The staff maintains regular office hours Monday through Friday. Nights and weekends are handled through on page system allowing the member twenty-four-hour access to the Employees Assistance Program.

Two closed meetings for Boston Fire Department members are held on Monday and Thursday of each week from 1000 to 1130 hours. These meetings are offered on voluntary and a mandatory basis.

The staff maintains a resource network in the areas of in-patient and out-patient treatment facilities and plays an active role in the admission, discharge and the follow-up cases of all clients. The staff maintains a one-year after care program for members who are mandated to the Employees Assistance Program.

The staff addressed each and every fire house and fire college on an annual basis. They have been responsible for handling approximately 1,400 cases related to our members, dependents and retirees.

The Employees Assistance Program is actively involved with the Boston Fire Department/Local 718 Critical Incident Stress Debriefing team, which to date has responded to seventeen incidents.

The Employees Assistance Program has ongoing education on communicable disease (AIDS, Hepatitis B, etc.) for its members relating to health and safety issues in the fire service.

## RECIPIENTS OF DEPARTMENT MEDALS AND AWARDS

**John E. Fitzgerald Medal for Most Meritorius Act**
Fire Captain Paul V. Farren
Headquarters, detailed to Ladder Company 23

**Walter Scott Medal for Valor**
Fire Fighter Edward T. Loder
Rescue Company One

**Roll of Merit**

| | |
|---|---|
| Fire Fighter James M. Hardy | Rescue Company One |
| Fire Fighter Robert P. Breen | Rescue Company One |
| Fire Fighter Anthony J. O'Brien | Rescue Company One |

**Distinguished Service Award**

| | |
|---|---|
| Fire Fighter David A. Glover | Engine Company 10 |
| Fire Fighter Patrick J. McDonough | Engine Company 22 |
| Fire Fighter Joe E. Montoya | Engine Company 22 |
| Fire Fighter Scott J. Malone | Ladder Company 10 |

**Award of Recognition**
Fire Captain Richard L. Hartnett
Special Services Division

Fire Lieutenant William J. Ostiguy
Headquarters

Fire Commissioner Award
Fire Captain Paul V. Farren — Headquarters

## STATISTICS SECTION

### Total Company Runs 1991

| | | | |
|---|---|---|---|
| Engine 2 | 848 | Ladder 1 | 825 |
| Engine 3 | 1,283 | Ladder 2 | 1,378 |
| Engine 4 | 1,515 | Ladder 4 | 3,113 |
| Engine 5 | 1,334 | Ladder 6 | 2,313 |
| Engine 7 | 1,967 | Ladder 7 | 2,344 |
| Engine 8 | 686 | Ladder 9 | 906 |
| Engine 9 | 773 | Ladder 10 | 2,212 |
| Engine 10 | 1,648 | Ladder 11 | 1,913 |
| Engine 14 | 2,231 | Ladder 14 | 2,332 |
| Engine 16 | 1,420 | Ladder 15 | 2,992 |
| Engine 17 | 1,396 | Ladder 16 | 1,782 |
| Engine 18 | 1,572 | Ladder 17 | 2,905 |
| Engine 20 | 686 | Ladder 18 | 1,733 |
| Engine 21 | 2,118 | Ladder 19 | 951 |
| Engine 22 | 1,614 | Ladder 21 | 905 |
| Engine 24 | 2,404 | Ladder 23 | 2,626 |
| Engine 28 | 1,619 | Ladder 24 | 1,728 |
| Engine 29 | 1,601 | Ladder 25 | 1,194 |
| Engine 30 | 894 | Ladder 26 | 3,574 |
| Engine 32 | 574 | Ladder 28 | 1,282 |
| Engine 33 | 2,569 | Ladder 29 | 2,334 |
| Engine 37 | 3,153 | Tower Company | 1,736 |
| Engine 39 | 1,339 | Marine Unit | 213 |
| Engine 41 | 2,249 | Rescue 1 | 1,593 |
| Engine 42 | 1,941 | Rescue 2 | 1,980 |
| Engine 48 | 1,021 | Special Unit | 113 |
| Engine 49 | 385 | Air Supply Unit | 165 |
| Engine 50 | 793 | Communication Unit | 263 |
| Engine 51 | 759 | | |
| Engine 52 | 1,940 | | |
| Engine 53 | 1,577 | | |
| Engine 54 | 85 | | |
| Engine 55 | 710 | | |
| Engine 56 | 637 | | |

## COMPARISON OF INCIDENT TYPES

| Type | Description | 1990 Total | 1990 % of Incs. | 1991 Total | 1991 % of Incs. | +/- |
|---|---|---|---|---|---|---|
| 100 | Fires or Explosions | 6,354 | 14.0 | 6,679 | 15.0 | 325 |
| 200 | Overpressure Ruptures | 17 | * | 10 | * | – 7 |
| 300 | Rescue/EMS Calls | 6,865 | 15.1 | 6,479 | 14.5 | – 386 |
| 400 | Hazardous Conditions | 5,723 | 12.6 | 4,623 | 10.4 | – 1,100 |
| 500 | Service Calls | 6,443 | 14.2 | 6,516 | 14.6 | 73 |
| 600 | Alarm/No Fire | 3,262 | 7.2 | 4,639 | 10.4 | 1,377 |
| 700 | False Alarms | 16,674 | 36.7 | 15,598 | 35.0 | – 1,076 |
| 800 | Natural Disasters | 5 | * | 11 | * | 6 |
| 900 | Other Calls | 37 | 0.1 | 31 | 0.1 | – 6 |
| | | 45,380 | | 44,586 | | – 794 |

* No Significant %

## COMPARISON OF ALARM LEVELS

| | 1990 | 1991 |
|---|---|---|
| Working Fires | 43 | 41 |
| Second Alarms | 47 | 48 |
| Third Alarms | 6 | 13 |
| Fourth Alarms | 6 | 1 |
| Fifth Alarms | 1 | 2 |
| Sixth Alarms | 1 | 2 |
| Seventh Alarms | 0 | 2 |
| Eighth Alarms | 1 | 0 |
| Ninth Alarms | 0 | 0 |

## MUTUAL AID RESPONSES

| CITY/TOWN | 1990 | 1991 | +/− |
|---|---|---|---|
| Braintree | | 1 | 1 |
| Brookline | 38 | 42 | 4 |
| Cambridge | 24 | 23 | 1 |
| Chelsea | 96 | 100 | 4 |
| Dedham | 31 | 26 | −5 |
| Everett | 4 | 6 | 2 |
| Lynn | 2 | 3 | 1 |
| Malden | | 1 | 1 |
| Medford | | 3 | 3 |
| Milton | 20 | 17 | −3 |
| Newton | 10 | 33 | 23 |
| Quincy | 24 | 35 | 11 |
| Revere | 17 | 17 | 0 |
| Somerville | 65 | 68 | 3 |
| Winthrop | 13 | 13 | 0 |
| Woburn | | 1 | 1 |

CITY OF BOSTON PRINTING SECTION